



JOB DESCRIPTION

POSITION: Licensed Mental Health Counselor
REPORTS TO: Executive Director and Chief Program Officer
PURPOSE: This position is a full-time, school-based mental health counseling position, responsible for providing students with direct counseling services; case management; contribute to mental health and social, emotional, and behavioral sections of IEP and evaluation process; developing goals and plans; data tracking; support and coaching staff to ensure the most successful education program for each student; staff training (formal and informal) as needed.

ESSENTIAL FUNCTIONS:

Counseling Services

- In accordance with the IEP, provide and or oversee counseling/mental health services to students
- Maintain record keeping
- Report on progress of students in accordance with organization standards
- Provide support and stabilization for students experiencing crises as needed

Case Management

- Communicate and collaborate with outside service providers, family members and in-school staff
- Coordinate and participate in WRAP team (as applicable)
- Connect families to community support and assistance as needed

Participation

- Participate in teams specializing in behavioral supports using CHILD's model of care (influenced by Collaborative and Proactive SolutionsSM and developmental models)
- Participate in staff meetings, team meetings, and committees as assigned

Staff Support

- Coordinate with each student's teaching team to identify strategies to support the child's therapeutic goals and re-examine plans when needed
- Provide knowledge, training, and resources to staff as requested
- Provide clinical supervision to counseling interns and serve in advisory capacity with university partners (as applicable)

MINIMUM QUALIFICATIONS, EDUCATION & EXPERIENCE

- Completion of master's or higher degree
- 2 years' experience in counseling field; 1 year or more experience with case management
- Experience working with children/adolescents preferably with crisis intervention
- Knowledge and experience with special education laws and documentation
- Educational Staff Associate (ESA) certification preferred but not required
- Professional behavior and judgment specifically in areas of confidentiality, student safety, communications with staff, students, and families
- Competency using Microsoft Outlook, Word, and Excel

CERTIFICATES AND LICENSES

- Current Washington State Licensed Mental Health Counselor (LMHC), Licensed Marriage and Family Therapist (LMFT), or Licensed Independent Clinical Social Worker (LICSW)
- Maintain current knowledge in the field by participation in professional and educational activities as directed

LANGUAGE ABILITY: Ability to read/interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; and ability to speak effectively before groups of students or employees of the organization.

MATH ABILITY: Ability to add, subtract, multiply and divide in all units of measure; ability to use and understand whole numbers, common fractions, and decimals; and ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

COMPUTER SKILLS: To perform this job successfully, an individual should have a general and working knowledge of word processing, spreadsheet, and internet software.

SUPERVISORY RESPONSIBILITIES: Contribute to the professional development as specified by the Washington Administration Codes, Department of Health standards and affiliated university counselor internship guidelines.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate but may be loud at times.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

CHILD provides equal employment opportunities to all qualified individuals, without regard to race, color, ancestry, national/ethnic origin, age, sex, gender identity, sexual orientation, religion, marital status, socioeconomic status, physical or mental disability, citizenship status, veteran status, or any other characteristic or status that is protected by federal, state, or local law.